

SANDY CITY
APPROVED POSITION SPECIFICATIONS

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| I. | <u>Position Title:</u> | Asst Parks Superintendent/ Operations Supervisor | <u>Revision Date:</u> | 02/06 |
| | | | <u>EEO Function:</u> | Parks & Rec |
| | | | <u>EEO Category:</u> | Service-Maint |
| | | | <u>Status:</u> | Non-exempt |
| | | | <u>Control No:</u> | 30603 |

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Parks Superintendent / Division Head, supervises and administers the maintenance and construction of all parks, the cemetery, trails, trail heads, streetscapes, buildings, and other landscaped areas for the City.

III. Essential Duties

- Assist Parks Superintendent / Division Head in the supervision of parks personnel responsible for the maintenance, construction and operation of physical facilities, the installation and maintenance of sprinkler systems, lawn care, and trouble shooting parks related problems.
- Inspect parks, cemetery, streetscapes and other recreation facilities to determine maintenance needs.
- Supervise and provide training to Parks employees.
- Budget Management - record invoices and expenses and keep Parks Superintendent / Division Head informed of budget standing and advise supervisor as needed.
- Assist in preparation of operation budget and capital projects budget for the Division.
- Handle major purchases, write specifications, contact vendors, research products and award bids.
- Work closely with a variety of community groups (Scouts, Exchange Club etc.), parks and recreation management for other government jurisdictions, and other City departments.
- Organize and assist with special projects and volunteer projects (Sandy Pride, July 4th, etc.).
- Respond frequently to public inquiries and concerns.
- Perform general office duties - answer phones, take messages, type letters, and open mail.
- Assist in hiring, administering discipline and terminating seasonal and full-time employees.
- Perform data management of the Parks Division's computer system.
- Topically organize work-related files kept on the computer.

IV. Marginal Duties

- Stay current on trends in parks field.
- Perform other duties as assigned.

V. Qualifications:

Education: High school diploma or equivalent; four years technical training in landscape architecture, horticulture or related field; may substitute experience and education on a year for year basis.

Experience: Two years related work experience with progressively increasing responsibilities and supervisory experience; may substitute any equivalent combination of education or experience.

License: Must possess a valid Utah Commercial Driver's License (CDL).

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Principles of management, supervision, and planning; OSHA safety standards and MSDS; maintenance practices and procedures; landscape design and maintenance; accounting; agronomy or horticulture; recreation; public relations; correct English usage, spelling, and vocabulary.

Responsibility for: Responsible for up to 18 full-time employees, and 55 seasonal employees; moderate responsibility for the care, condition and use of materials, equipment, money, tools, etc.; moderate responsibility for making decisions affecting the activities of people: what they should do, when to do it, where, and how - including responsibility for worker motivation and satisfaction; the exercising of extreme discretion and independent judgement.

Communication Skills: Contacts with other departments, furnishing and obtaining information; contacts requiring tact and judgement to avoid friction; frequent contacts involving the carrying out of programs and schedules; outside contact with public presenting data that may influence important decisions; frequent contacts with executives on matters requiring explanations and discussions.

Tool, Machine, Equipment Operation: Regular use of a ROLM telephone and computer (requires experience with spreadsheets and word processing programs); frequent use of a fax machine, calculator and copy machine; occasional use of a TV and VCR, trucks, tractors, and mowers.

Analytical Ability: Organize, delegate, and establish meaningful goals; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the public; work independently on assigned projects involving simple research and data collection; report and departmental budget preparation.

VI. Working Conditions:

Work assignments are broad and performed with little or no supervision or checking; occasional exposure to unpleasant or hazardous working conditions caused by noise, dust, water, heavy equipment, and outdoor work in all types of weather; moderate stooping and kneeling is required; job requires great mental effort and extreme mental pressure and fatigue during an average work day; constant exposure to deadlines, evening, weekend, and holiday work; frequent stress from managing multiple priorities and interpersonal conflicts.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.